

**OFFICE OF THE PARDON ATTORNEY
U.S. DEPARTMENT OF JUSTICE**

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Washington, D.C. 20530

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The mission of the Office of the Pardon Attorney is to advise the President on the exercise of his power to grant clemency for offenses against the United States, pursuant to Article II, § 2 of the Constitution. The Office processes petitions for all forms of clemency, including pardon, commutation of sentence, and remission of fine, by conducting the necessary investigation on each petition and preparing a report and recommendation to the President for the signature of the Deputy Attorney General, as well as by preparing documents, such as warrants of clemency and notices of denial, necessary to implement the President's decisions. The Office also acts as liaison with the applicant and the public throughout the pendency of the clemency case, and is the repository of records concerning grants of clemency over the years.

Projected No. of Volunteers: 1

Internship Location(s): Washington, D.C. – Preference will be given to law students in the metropolitan Washington, D.C. area.

Application Materials: Resume, transcript (official or unofficial), writing sample, and dates when available for internship.

Qualifications: Second-year law students. Must have word processing skills. Paralegal experience helpful but not required. Students with an interest in criminal justice, constitutional law, or administrative law would be good matches for this Office.

Application Deadline: Applications will be reviewed as received, and should be received no later than March 31, 2004. Position will be open until filled.

Minimum Weeks Required: 9 weeks

Salary: Volunteer (without compensation)

Assignments: Interns will assist the Office's attorneys and paralegals in case-processing tasks, such as obtaining the reports needed to evaluate a clemency case and preparing drafts of reports to the President on selected cases, and will prepare responses to correspondence. Special research projects will be assigned by Office attorneys as need dictates, and may include historical and legal research.

Web Site: www.usdoj.gov/pardon